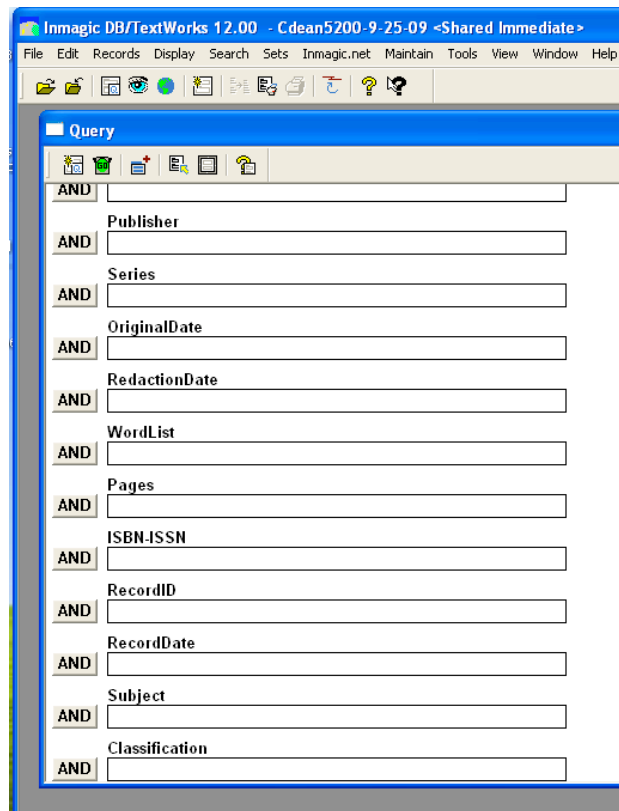


Controlled Vocabulary Validation List (with InMagic)

This tutorial shows how to create a Validation list, or a Controlled Vocabulary.

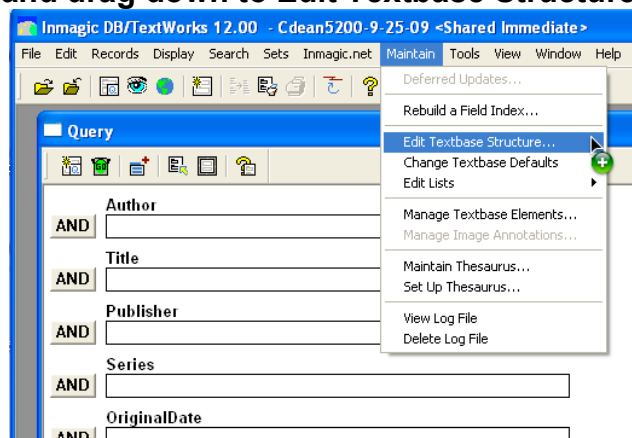
1.

Here is my file open. You cannot see Author and Title at the top which are above Publisher.



2.

I will click Maintain and drag down to Edit Textbase Structure...and...



3.

Here is the Edit Textbase Structure box.

Edit Textbase Structure

Fields:

Field	Type	Index	Valid
Author	Text	TW	Valid
Title	Text	T	Valid
Publisher	Text	T	Valid
Series	Text	T	Valid
OriginalDate	Date	W	Valid
RedactionDate	Date	W	Valid
WordList	Text	TW	Valid
MovieRelationship	Text		Valid
OtherRelations	Text		Valid
C...	Text		Valid

Description:

Created: 9/25/2009 12:37:37 PM Default indexing mode: SHARED
Modified: 10/17/2009 3:01:19 PM Maximum textbase users: 30

Textbase Options:

Passwords... Stop Words... Log File... XML Match Fields...
Sort Order... Leading Articles... Maximum Users...

RedactionDate

AND

4.

I will scroll down to where you can see the Subject and Classification fields. I can click on Edit Fields... or I can double-click Subject.

Edit Textbase Structure

Fields:

Field	Type	Index	Valid
ShippingWeight	Text		Valid
Pages	Number	W	Valid
ISBN-ISSN	Text	T	Valid
WhereToBuy	Text		Valid
OriginalAttachments	Text		Valid
RecordID	AutoNumb	T	
RecordDate	AutoDate	T	
Subject	Text	TW	Valid
Classification	Text	TW	Valid

Description:

Created: 9/25/2009 12:37:37 PM Default indexing mode: SHARED
Modified: 10/17/2009 3:01:19 PM Maximum textbase users: 30

Textbase Options:

Passwords... Stop Words... Log File... XML Match Fields...
Sort Order... Leading Articles... Maximum Users...

RedactionDate

AND

5.

And here I am at the Edit Fields box with Subject highlighted. Below (left) the Type and indexing tab is selected. Below (right) the Validation tab is selected. I am going to click on Edit List (below) just to the right of the Use Validation List button.

The left screenshot shows the 'Edit Fields: Subject' dialog box with the 'Type and Indexing' tab selected. The 'Field Name' is 'Subject'. The 'Field type' is 'Text'. The 'Index Valid' checkbox is checked. The 'Subst' checkbox is checked. The 'Filing' checkbox is checked. The 'Thes' checkbox is checked. The 'Type Information' section shows 'Field Type' set to 'Text'. The 'Indexing Information' section shows 'Term Indexed' and 'Word Indexed' checked. The 'Special Filing Options' section shows 'Term Index Options' with 'Word by Word', 'Ignore Leading Articles', and 'Numbers File Numerically' checked. The 'Word Index Options' section shows 'Use Stop Word List' checked. The right screenshot shows the 'Edit Fields: Subject' dialog box with the 'Validation' tab selected. The 'Field Name' is 'Subject'. The 'Field type' is 'Text'. The 'Index Valid' checkbox is checked. The 'Subst' checkbox is checked. The 'Filing' checkbox is checked. The 'Thes' checkbox is checked. The 'Type and Indexing' section shows 'Field Entry Required' checked. The 'Content Validation' section shows 'Use Validation List' selected. The 'Range and Mask' section shows 'Minimum', 'Maximum', and 'Mask' fields. The 'User May Override Content Validation' checkbox is unchecked. The 'User May Update Validation List with Override Value' checkbox is unchecked.

6.

Here I am (below) at the “Edit Validation List: Subject” box. As you can see, I have already added a list of words and phrases. If you will notice above, the Subject field is set for Term indexing and Word indexing. Word indexing allows the system to find “Booze Alcohol Liquor” and Term indexing allows the system to find any string that matches anything inside the Word.

You can fill in the Entry line with your words and phrases that you want to go in the Subject field’s validation list. Click Add each time and OK when you are finished.

The screenshot shows the 'Edit Validation List: Subject' dialog box. The 'Entry' field contains 'Booze Alcohol Liquor'. The list of entries includes 'Booze Alcohol Liquor', 'Carcinogenic Cancer', 'Classic Old Stories', 'Death', 'Ethics Morality', 'Ethnic Demographics', 'Future Interests', 'Humor', 'Illegal Drugs', 'Insanity', 'Jury Verdict', 'Military', 'Pornography', 'Spying-undercover', and 'Suicide'. The 'Add' button is highlighted. The 'Merge File into List...' button is disabled. The 'Replace List with File...' button is disabled. The 'Update Records' checkbox is unchecked.

7.

After clicking OK, I go back to the Edit Fields box and I will highlight the Classification field. The image on the left (below) shows the Type and Indexing tab selected. The image on the right (below) shows the Validation tab selected. I will click Edit List...

The 'Edit Fields: Classification' dialog box is shown with the 'Type and Indexing' tab selected. The 'Field Name' is 'Classification'. The 'Field type' is 'Text'. The 'Index Valid' checkbox is checked. The 'Subst' checkbox is checked. The 'Filing' checkbox is checked. The 'Thes' checkbox is checked. The 'Type Information' section shows 'Field Type: Text'. The 'Indexing Information' section shows 'Term Indexed' and 'Word Indexed' checked. The 'Special Filing Options' section shows 'Term Index Options' with 'Word by Word', 'Ignore Leading Articles', and 'Numbers File Numerically' checked. The 'Word Index Options' section shows 'Use Stop Word List' checked. The 'Change Order' buttons are 'Up' and 'Down'. The 'Finish', 'Cancel All', and 'Help' buttons are at the bottom right.

The 'Edit Fields: Classification' dialog box is shown with the 'Validation' tab selected. The 'Field Name' is 'Classification'. The 'Field type' is 'Text'. The 'Index Valid' checkbox is checked. The 'Subst' checkbox is checked. The 'Filing' checkbox is checked. The 'Thes' checkbox is checked. The 'Entry Validation' section shows 'Field Entry Required' checked. The 'Content Validation' section shows 'No Content Validation', 'Use Range and/or Mask', 'Use Validation List', and 'Use Thesaurus as Validation List' options. The 'Range and Mask' section shows 'Minimum', 'Maximum', and 'Mask' input fields. The 'User May Override Content Validation' and 'User May Update Validation List with Override Value' checkboxes are at the bottom. The 'Finish', 'Cancel All', and 'Help' buttons are at the bottom right.

8.

And here I am at the “Edit Validation List: Classification” box. You can see that I have already added the codes 001 through 015. You can add these to your Classification field’s validation list. When you are done you can click OK.

The 'Edit Validation List: Classification' dialog box is shown. The 'Entry' field contains '001'. The list of entries shows '001' through '015'. The 'OK', 'Cancel', 'Add', 'Change', 'Delete', 'Find', 'Clear All', 'Print List...', and 'Help' buttons are on the right. The 'Merge File into List...', 'Replace List with File...', and 'Update Records' checkboxes are at the bottom.

9.

You might have guessed that I am equating the Subject and Classification fields as follows:

<u>Classification</u>	<u>Subject</u>
001	Humor
002	Trial-civil

003	Trial-criminal
004	Spying-undercover
005	Military
006	Death
007	Future Interests
008	Ethnic Demographics
009	Illegal Drugs
010	Jury Verdict
011	Carcinogenic Cancer
012	Insanity
013	Classic Old Stories
014	Taxation
015	Ethics Morality
016	Booze Alcohol Liquor
017	Suicide
018	Pornography

10.

I will click Finish.

Field Name: Classification

Field Name	Field type	Index Valid	Subst	Filing	Thes
OriginalAttachments	Text	Valid			
RecordID	AutoNumb	T			
RecordDate	AutoDate	T			
Subject	Text	TW	Valid		
Classification	Text	TW	Valid		

Change Order: Up Down

Type and Indexing Validation Text Options

Entry Validation

- ☒ Field Entry Required
- ☐ Unique Entries Only
- ☐ Single Entry Only

Content Validation

- ☐ No Content Validation
- ☐ Use Range and/or Mask
- ☒ Use Validation List Edit List...
- ☐ Use Thesaurus as Validation List

Finish Cancel All Help

11.

And here I am backing out of it all.

Fields:

Field Name	Field type	Index Valid	Subst	Filing	Thes
ShippingWeight	Text	Valid			
Pages	Number	W	Valid		
ISBN-ISSN	Text	T	Valid		
WhereToBuy	Text	Valid			
OriginalAttachments	Text	Valid			
RecordID	AutoNumb	T			
RecordDate	AutoDate	T			
Subject	Text	TW	Valid		
Classification	Text	TW	Valid		

Description:

Created: 9/25/2009 12:37:37 PM Default indexing mode: SHARED

Modified: 10/17/2009 3:01:19 PM Maximum textbase users: 30

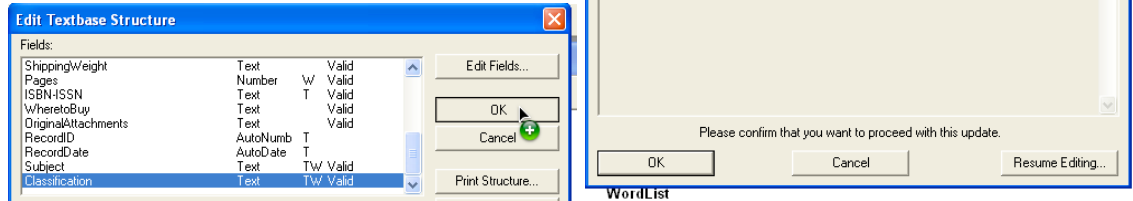
Textbase Options

Passwords... Stop Words... Log File... XML Match Fields...

Sort Order... Leading Articles... Maximum Users...

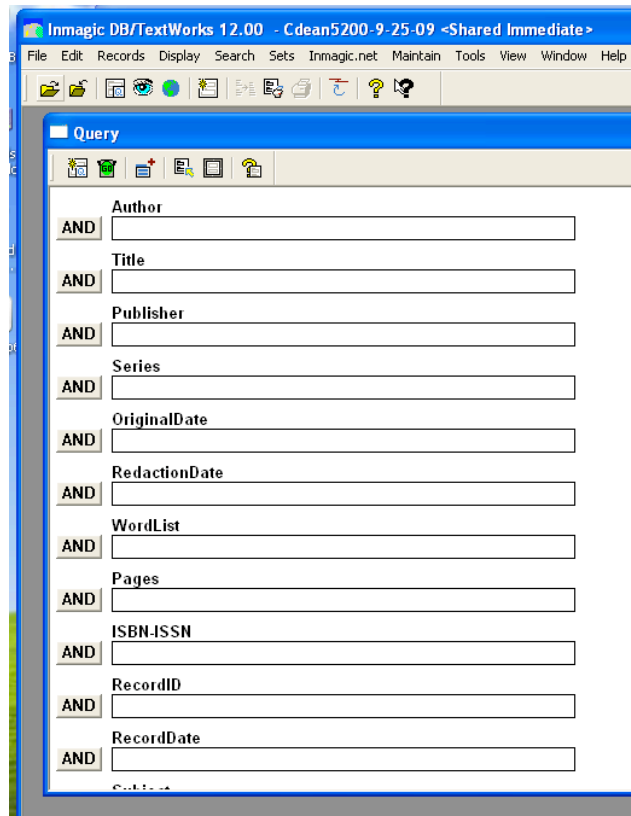
12.

I will click OK (left/below), then I see this (right/below). I will click OK.



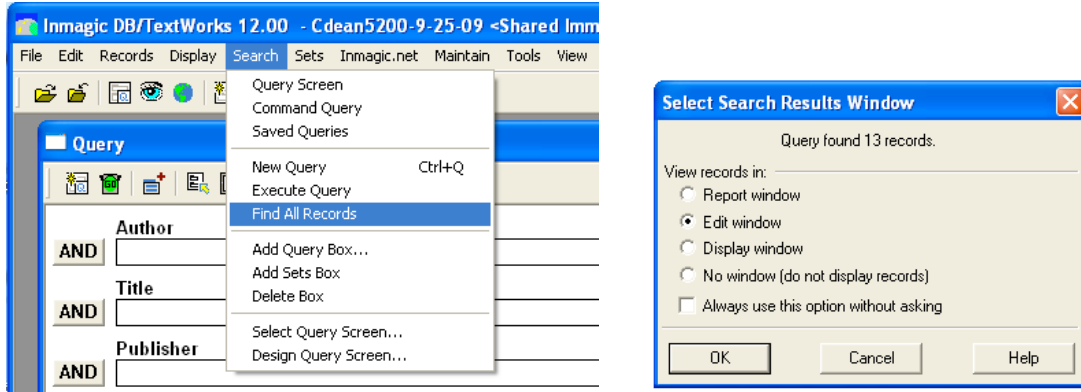
13.

And here I am back where I started.



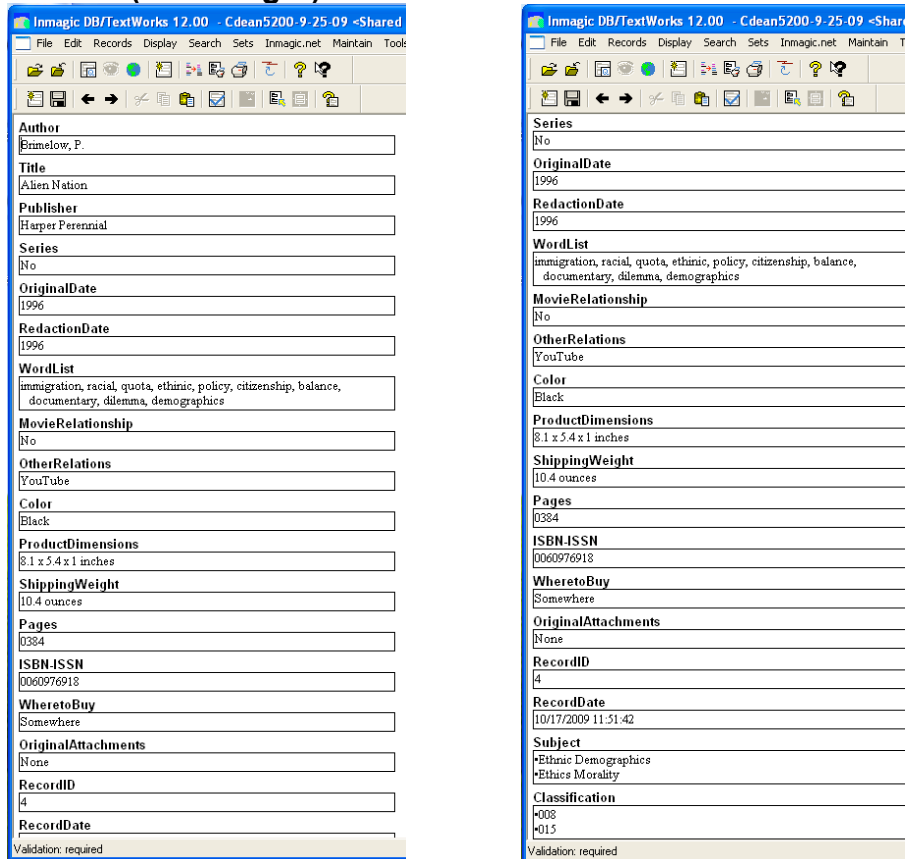
14.

I will click Search and drag down to Find All Records. And on the right you can see my Select Search Results Window. It defaults to Edit Window (below). I will click OK.



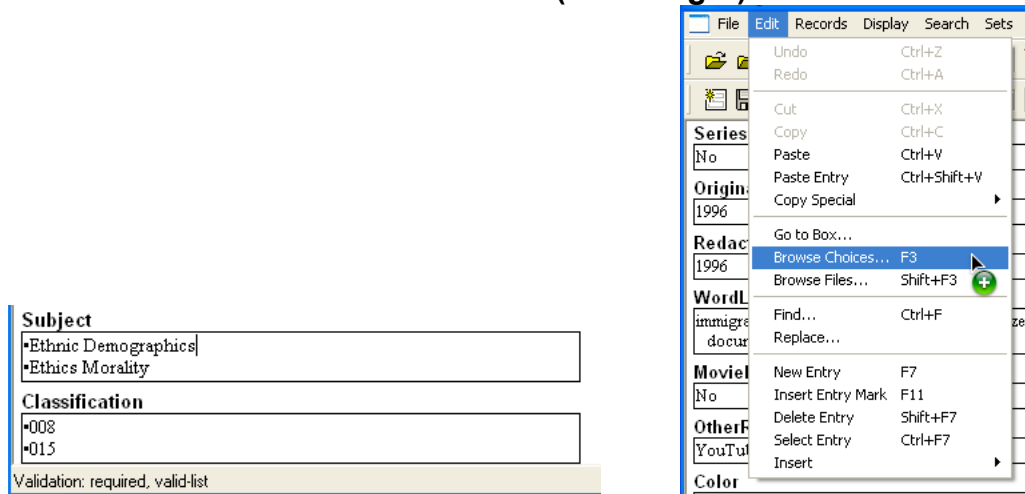
15.

On the left (below) is what I see. Now I will scroll down so that I can see the Classification field (below/right).



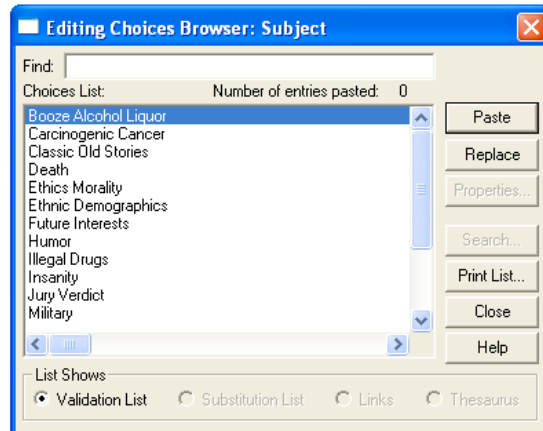
16.

I will put my cursor inside the Subject field (below/right). Then I will hit “F3” which can also be found under the Edit tab (below/right).



17.

And here is the Editing Choices Browser: Subject box. Notice the same list of words and phrases that I entered in the Validation list for the Subject field earlier.



18.

Now if I want to add “Military” to the Subject field, I can put my cursor in the Subject field at the end of the data that is already there (below/left). I will highlight Military (below/right), and I will click Paste. I can do the same for Jury Verdict.

The screenshot shows a data entry form on the left and a dialog box titled 'Editing Choices Browser: Subject' on the right. The form has fields for ISBN-ISSN (0060976918), Where to Buy (Somewhere), Original Attachments (None), Record ID (4), Record Date (10/17/2009 11:51:42), Subject (Ethnic Demographics, Ethnic Morality), and Classification (008, 015). The dialog box shows a list of choices including Booze Alcohol Liquor, Carcinogenic Cancer, Classic Old Stories, Death, Ethics Morality, Ethnic Demographics, Future Interests, Humor, Illegal Drugs, Insanity, Jury Verdict, and Military. The 'Military' choice is highlighted. The dialog box also has buttons for Paste, Replace, Properties..., Search..., Print List..., Close, and Help, and a section for 'List Shows' with radio buttons for Validation List (selected), Substitution List, Links, and Thesaurus.

19.

You can see that Military and Jury Verdict have been added.

The screenshot shows the Subject field in the data entry form. It contains a list of three items: Ethnic Morality, Military, and Jury Verdict. The field has a scroll bar on the right side.

20.

Now just for fun, hit F7 (also found under the Edit tab) which will get you a new entry for the Subject field. Notice (below) a new space if now available.

The screenshot shows the Subject field in the data entry form after pressing F7. It now contains a list of three items: Military, Jury Verdict, and a new empty entry. The field has a scroll bar on the right side.

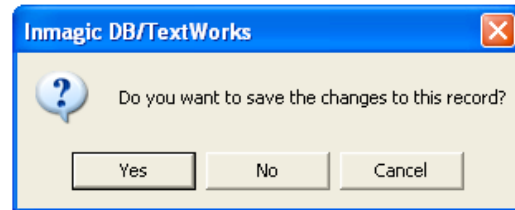
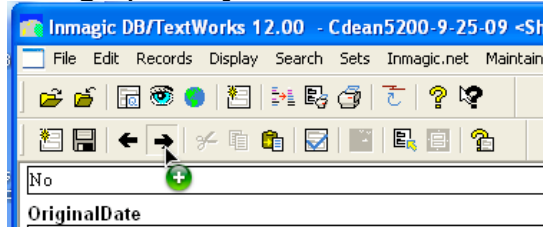
21.

I will add the word Stupid, which is not in the Validation list.

The screenshot shows the Subject field in the data entry form after adding the word 'Stupid'. It now contains a list of three items: Military, Jury Verdict, and Stupid. The field has a scroll bar on the right side. Below the field, there is a validation message: 'Validation: required, valid-list'.

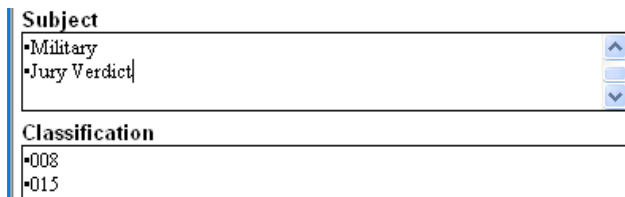
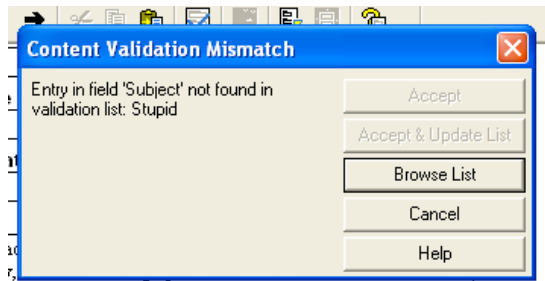
22.

I will click the Right Arrow (below) to move on to the next record. And (below/right) the system asks me if I want to save the changes. I will click Yes.



23.

And here (below) is what I get. It reminds me that Stupid is not found in the validation list for the Subject field. I will hit Cancel and go back and delete Stupid (below/left).



24.

Now I will click the Right Arrow, and Yes, the system moves me forward to the next Record. I can repeat this process.